Go to <http://selfservice.sckans.edu>

Log in with your ID (it would be your student ID# or employee ID#) and password

If you do not have a Self-Service account, click on the request account link and follow the process



Click on My Profile



Click on Phone Number

You can choose to Edit, Delete Make Primary. You can only delete if you have more than one phone number in the system.



We would like to have at least a cell phone or your local (home) phone number. Please leave the Do Not Call Reason blank.

